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ABSTRACT

Supporting specific performance objectives of the V-TECS (Vocational-Technical Education Consortium of States) Bookkeeper Catalog, a set of student materials and an instructor's manual on completing sales invoices are included in this module. (This module is the eighth in a set of ten on bookkeeping [CE 019 480-489].) The student materials include a pre- and posttest, three learning activities, a performance posttest, and a self check (with answer key). The instructor's manual includes answer keys to the tests, and sample invoice forms to be duplicated. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A related set of modules on banktelling [CE 019 471-478] is also available.) (JH)

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COMPLETING SALES INVOICES

STUDENT'S MANUAL

Prepared by

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In Cooperation With

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Anne L. Matthews

Anne L. Matthews, State Supervisor
Office Occupations Education

INTRODUCTION TO BOOKKEEPER INSTRUCTIONAL MATERIALS

The modules developed in South Carolina for the bookkeeper catalog are designed to provide audio, visual, and printed supplementary materials needed by the instructor and/or student to achieve the objectives stated in the catalog. The materials were designed as modules so that they may be flexibly inserted into an on-going program, as well as provide for maximum utilization via a rotation schedule.

These materials provide supplemental units of instruction in the following areas:

Module No.	Tasks	Performance Objective Nos.
I-G	Preparing Shipments for Freight Express	79
IV-K	Completing a Purchase Order Invoice	51
IV-J	Recording Discounts on Sales Invoices	50
IV-N	Preparing Memos for Goods Returned	54
IV-I	Typing Tabulated Materials	49
VI-G	Recording Entries Pertaining to Notes and Interest	13
VI-J	Recording Entries Pertaining to Sales Tax	16
	Accounting Forms	16

The modules typically include a performance objective, definitions, prerequisites, equipment, introduction, directions, learning activities, self checks, and tests (pre and post). The instructor's manual contains notes, keys, forms for duplication, instructor's checklists, scripts for recording, and supplementary materials.

Before you release the packages to your students, review each package within your department, discuss how to best utilize the materials, choose the desired course, and plan the sequence for each unit of instruction. Other considerations are required:

1. Insure that necessary equipment is available and in proper working order.
2. Insure that necessary audio materials are recorded and easily available.
3. Obtain the necessary equipment needed for filmstrip viewing and listening.
4. Replenish consumable supplies after each student completes the module.

The modules may be used in the following courses: Office Procedures, Cooperative Office Education, Senior Intensified Program, Bookkeeping, Accounting, Typewriting, Business Mathematics, and Office Machines.

Perhaps a rotation plan could be devised to provide each student with an orientation or a review of simple bookkeeper duties. A teacher may, however, select single modules, provided no prerequisite skills are listed.

COMPLETING SALES INVOICES

PERFORMANCE OBJECTIVE:

Given the necessary forms, prepare a sales invoice without an error.

DEFINITION OF TERMS:

The new terms in this module will be underscored so that you will recognize them. They will be explained as they are introduced to you.

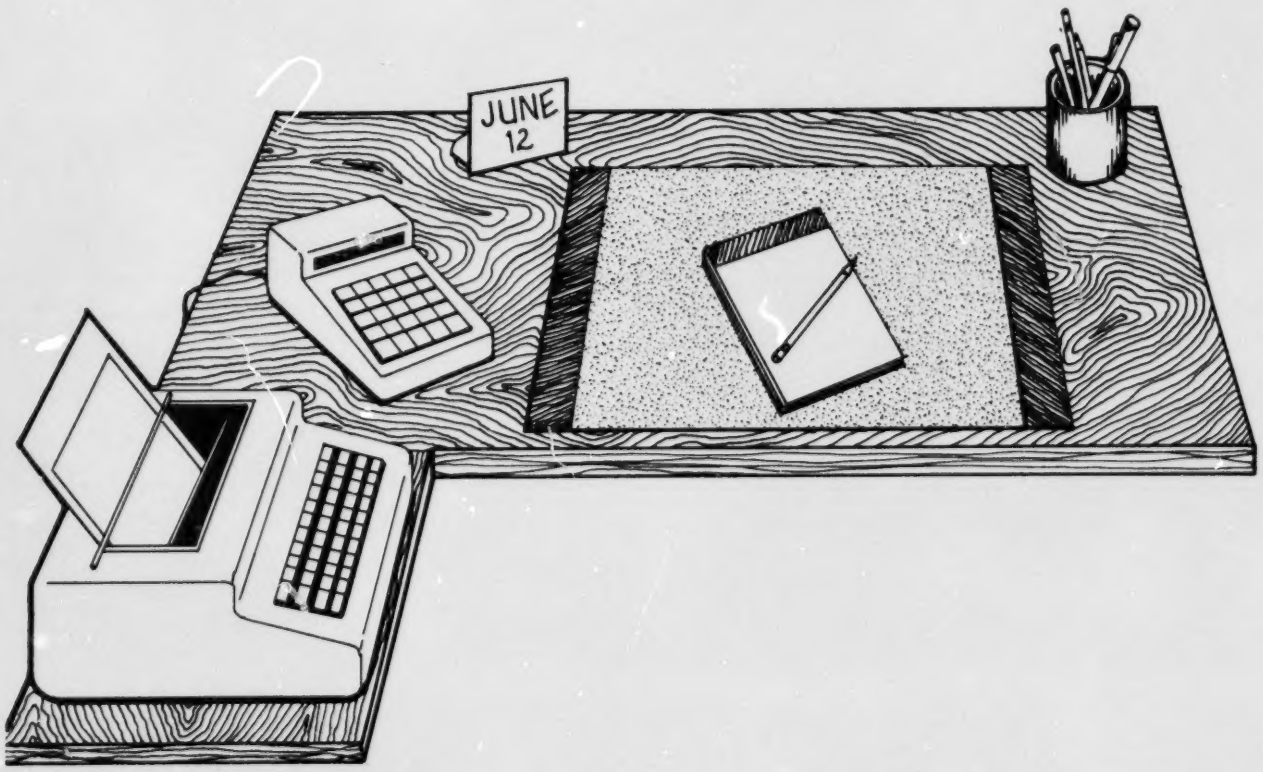
PREREQUISITES:

Before attempting to complete this module, you should have completed the following bookkeeping module:

Completing Purchase Invoices (IV–K)

EQUIPMENT, TOOLS, RESOURCES, AND SUPPLIES:

You will need a pen or pencil, paper, and a typewriter if you know how to type. If you don't know how to type, or if your instructor prefers you not to type the forms, use a pen for completing your forms.



PRE-TEST

You may already know how to complete invoice forms. Go to the next page and complete the Pre-Test to determine how much you already know. You may find that this learning activity package contains familiar terms and procedures that you may complete easily and quickly. When you complete the Pre-Test, submit your answers to your instructor for correction.

PRE-TEST

Directions: Answer the following questions on a separate sheet of paper. Number your paper from 1-20, choose the best answer, and record it on your answer sheet. Do not write on this page.

1. Invoices are
   a. a receipt of sale
   b. a bill of sale
   c. a purchase order
   d. a voucher

2. Which of the following is not a discount term used on an invoice?
   a. 2/10, n/30
   b. n/30
   c. 10%
   d. n/EOM

3. The extension on an invoice is
   a. the quantity times the amount
   b. the quantity times the discount
   c. the quantity times the total
   d. the quantity times the unit price

4. The check for payment of the goods is
   a. sent by the purchasing company
   b. approved by the purchasing agent
   c. marked "non-negotiable"
   d. filed by the vendor

5. Which of the following steps is not done while preparing an invoice?
   a. check the extension and the total
   b. check the inventory
   c. check the customer's credit rating
   d. check the receiving report

6. Accounts Receivable means
   a. the money owed to another company
   b. the money due from another company
   c. the money available for dividends
   d. the money obtained from cash sales

7. The second copy of the invoice is usually sent to
   a. the shipping department
   b. the customer
   c. the accounting department
   d. the sales department

8. A receiving report shows
   a. the total cost of the goods received
   b. the actual count of the goods received
   c. the out of stock items
   d. the discount allowed to the purchasing company

PRE-TEST

(Continued)

9. When verifying an invoice, which of the following tasks is not performed?
   a. verify the purchasing agent
   b. check the extensions
   c. adjust for math errors
   d. compare the receiving report to the invoice

10. O/S refers to
   a. overstocked items
   b. on ship items
   c. out of stock items
   d. oversold items

11. An invoice error is usually corrected before the payment is made.
   a. True
   b. False

12. Purchase orders are the same as sales invoices.
   a. True
   b. False

13. The vendor is the seller.
   a. True
   b. False

14. The "Description" column identifies the amount of items ordered.
   a. True
   b. False

15. The unit price lists the total amount of the items purchased.
   a. True
   b. False

16. The billing clerk is responsible for the salesperson's commissions.
   a. True
   b. False

17. Invoice numbers are the same as purchase order numbers.
   a. True
   b. False

18. The discount terms are set by the purchasing company.
   a. True
   b. False

19. The accounting department usually issues the payment for goods.
   a. True
   b. False

PRE-TEST

(Continued)

20. Inventory records are stock records.
    a. True
    b. False

Take your answer sheet to your instructor for evaluation.

INTRODUCTION:

You've already learned how to prepare a purchase order and a bill of lading. What happens next? This module will show you the operations of a billing clerk or a secretary who processes invoices. This task requires constant accuracy because no customer ever likes to receive a bill for more goods than were ordered; likewise, no company ever wants to send a bill for fewer goods than were shipped.

The first activity illustrates the parts of a sales invoice.

In the second activity you prepare an invoice in good form using a prepared form. This activity requires 100% accuracy.

The final activity requires you to verify an invoice with the purchase order and the receiving report. Adjustments must be made accordingly.

DIRECTIONS:

Read through each learning activity that follows. Complete all the activities as neatly and as accurately as you can. If you'd like to check your math computations, use a calculator or an adding machine if one is available. If you know how to type, ask your instructor if you may type the invoices. When you complete this learning activity package, you will better understand the procedures involved in preparing sales invoices.

LEARNING ACTIVITIES:

1. Read the Instruction Sheet I entitled "Sales Invoices–What are they?"

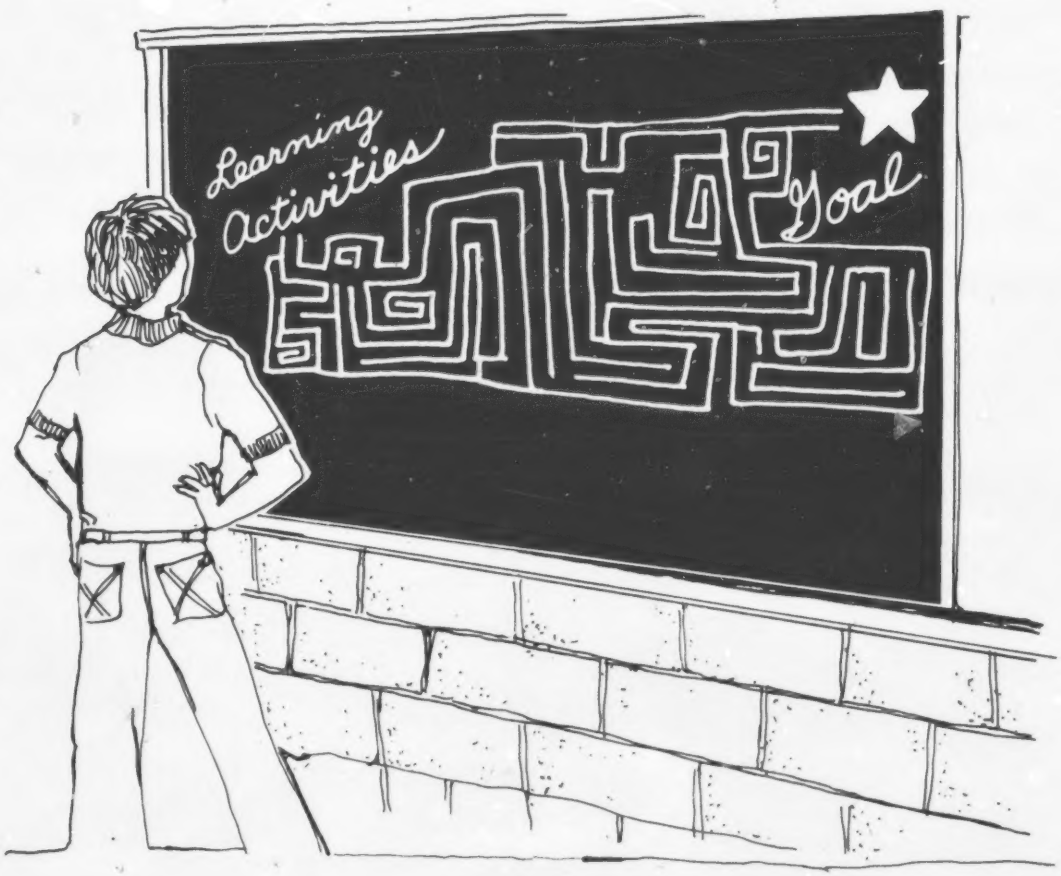
2. Read the Instruction Sheet II entitled "The I–O–U Company". Practice completing three sales invoices for the I–O–U Company.

3. Read the Instruction Sheet III entitled "Verifying an Invoice".

4. Complete the Self-Check I activities. Rate yourself using the Self-Check I Keys.

5. Complete the Post-Test questions and have your instructor evaluate your test.

6. A Performance Post-Test is your final check-out activity for "Completing Sales Invoices". Your instructor will evaluate you using the Instructor's Checklist form.



INSTRUCTION SHEET I

Sales Invoices—What are They?

Sales invoices are itemized bills of sale for goods that have been ordered. They are usually typed on a prepared form and look similar to the one shown below.

I–O–U COMPANY (vendor's name)

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4113

TO: Y–O–U Company (purchaser's name)
710 S. Main St.
Akron, OH 44300

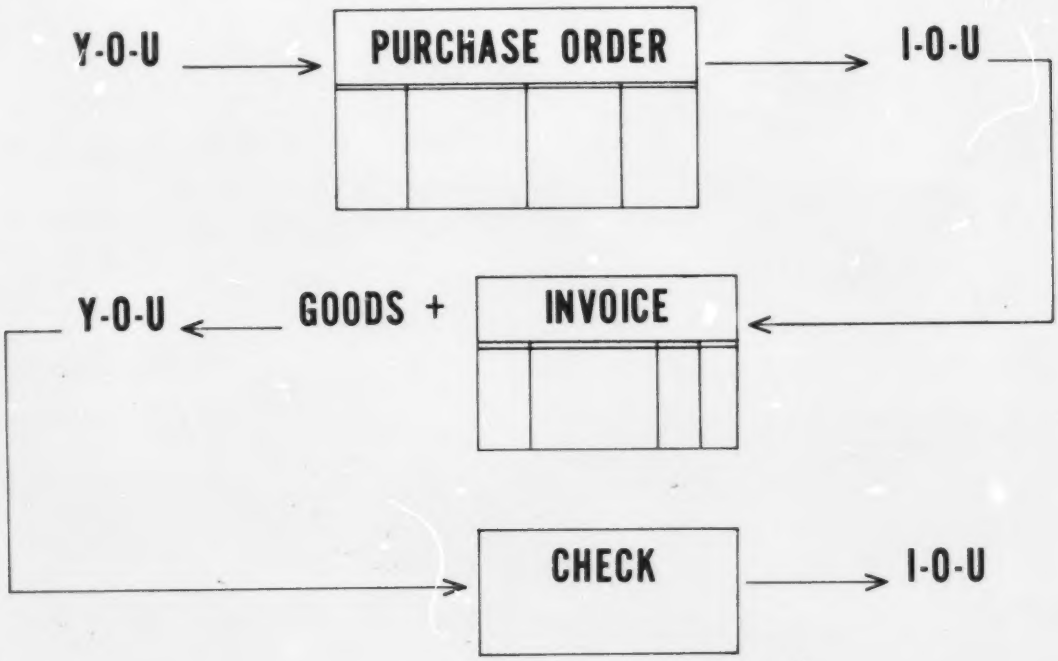
DATE: June 12, 19--*
PURCHASE ORDER NO: 9240**
SHIPPED VIA: U.P.S.***

TERMS: n/30 (net due in 30 days)

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
Amount or number of items ordered	Identifies the items ordered	Lists the cost of each item	Lists the extension amount--quantity x unit price

*Use current date
**Obtain from purchase order
***How goods were sent (United Parcel Service)

Let's open the door to the I–O–U Company and see what is happening. On the desk of Ed Hurley we see that last Monday the Y–O–U Company mailed a purchase order to I–O–U. Then, as we walk by Joan Andrews in the shipping department we notice that she has prepared the goods that were ordered for shipment. An invoice is being typed. Remember, that an invoice is simply a bill of sale. Finally, the I–O–U Company receives the check from Y–O–U for the amount of sale. Here's how those operations look graphically.



A closer look at that invoice reveals the following information. It was typed in triplicate. Did the typist proofread closely?

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4114

TO: Y–O–U Company
710 S. Main St.
Akron, OH 44300

DATE: June 12, 19--
PURCHASE ORDER NO: 9241
SHIPPED VIA: U.P.S.

TERMS: 2/10, n/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1 ctn.	No. 20B Staples	1.75	1.75
1 gross	No. 2 pencils	3.50	3.50
3 boxes	Letter-size manila folders-third cut	1.85	5.55
5 boxes	Letterex	1.35	6.75
	TOTAL		$17.55

2

3

INSTRUCTION SHEET II

The I–O–U Company

In the situation that follows, you are employed as the billing clerk in the office of the I–O–U Company, 123 N. Main Street, Akron, OH 44304. When orders are prepared for shipment, you are responsible for preparing the sales invoices.

You've already learned how to prepare a purchase order and now we will continue the cycle by learning to complete sales invoices. In other modules you will figure discounts and handle returns.

At present, you must "punch-in" for your daily activities as a billing clerk at the I–O–U Company.

Review the company manual page entitled "Steps of Invoice Processing".

INSTRUCTION SHEET II

(Continued)

Steps in Preparing an Invoice

As a billing clerk at I–O–U, you must learn how to prepare the sales invoice in triplicate. Follow these steps when preparing any invoice.

STEP 1 – Check the customer's credit

The I–O–U Company will not send goods to a customer who has a poor credit rating. Before preparing any invoice, call the accounting department and check the customer's credit rating. If a customer is new, references will be required before an invoice may be processed. (Call Glenna at 3249)

STEP 2 – Check the inventory

Before you complete any invoice at I–O–U, call the stock department and ask them to check their record cards for the items ordered. If an item is out of stock, type (or write) O/S (out-of-stock) on the invoice so the customer knows the status of the item. All O/S items are automatically reordered for the customer. Write "reordered" under the item. (Call Joan at 5348)

STEP 3 – Complete the invoice using the purchase order

Copy the information from the purchase order to the invoice exactly. Note any O/S items in the "Unit Price" column. Place dashes in the amount column.

STEP 4 – Complete the extension and total

Compute the extension by multiplying the quantity times the unit price. This amount is then placed in the "Amount" column. Add the amounts place it by the word "Total" on the invoice.

The original invoice is sent to the customer.

The office (second) copy is sent to the accounting department as a record of Accounts Receivable (the money due from the customer).

The shipping (third) copy is sent to the shipping department as a record of inventory (stock records).

The terms of the sale at I–O–U are net 30 days. This means that the invoice must be paid within 30 days after the date of the invoice. Other companies offer discounts and many businesses have an established policy of paying all invoices on the last day of their discount period. As a result, their money is then kept for the longest period of time within which the discount is still allowable. (Discounts will be explained further in the module entitled "Recording Discounts on Sales Invoices.")

Your invoice must be 100% accurate. Why, you ask? When the purchasing company receives your original invoice, their billing clerk compares it with a copy of the purchase order and the receiving report (a form that shows exactly what goods are actually received by the company). The clerk then verifies that the goods received are the ones that were ordered. The goods, if accurate, are placed in their stockroom. If the records agree, the clerk initials the invoice and sends it to the accounting department for payment. If an error appears when comparing the three records, an adjustment is made and then forwarded to their accounting department. As you can readily see, any error causes time delays in payment and in revision. Both companies must then re-do their records. "Time is money"!

Proceed to the following page and complete three invoices using the information listed on the three purchase orders. Your first sales invoice will be numbered 4113, the next 4114, etc. Obtain the invoice forms from your instructor.

Assume that all customers have credit approval and that all items are in stock unless they appear on your out-of-stock list. (If so, mark "reordered" on the invoice). Be sure to check the extensions and addition twice. Use June 12 as the invoice date. Ship U.P.S.

When you finish, check your answers with the keys at the end of this module.

PURCHASE ORDER #1

Profit Palace

6213 Lincolnway

Chicago, IL 60600

PURCHASE ORDER

I–O–U Company

NO.: 711

ORDERED 123 N. Main St.

DATE: 6/9/--

FROM Akron, OH 44304

TERMS: n/30

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
3	#5409	Desks	159.98	479.94
3	#2976	File Cabinets, Tan	85.50	256.50
		TOTAL		$736.44

PURCHASE ORDER #2

Page Suppliers
786 South Forrest
Austin, TX 78700

PURCHASE ORDER

ORDERED FROM
I–O–U Company
123 N. Main St.
Akron, OH 44304

NO.: 54980
DATE: 6/10/--
TERMS: n/30

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	#1408	Lamps	24.98	49.96
2	#7986	Partitions	74.95	189.90
6	#8743	Ribbons	3.50	18.00
		TOTAL		$217.86

PURCHASE ORDER #3

Midway Office Equipment
219 Eastview Circle
Seneca, SC 29678

PURCHASE ORDER

ORDERED FROM
I-O-U Company
123 N. Main St.
Akron, OH 44304

NO.: 7625
DATE: 6/12/--
TERMS: n/30

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5	#1986	Lamps	24.98	124.90
2	#4553	Office Chairs	74.95	189.90
3	#8097	File Cabinets	85.50	256.50
		TOTAL		$571.30

I–O–U Company

OUT-OF-STOCK LIST

6/8 – 6/15

ITEM	NO.
Desks (tan is available; black isn't)	5409
Lamps	1986
Movable partitions	7896
Tape dispensers	2376
Typewriter	7820
Ventilation fan	6542

INSTRUCTION SHEET III

Verifying an Invoice

In order to insure that an invoice is correct, a billing clerk from the purchasing company often uses the following procedure when verifying an invoice.

STEP 1 The first step of verifying an invoice requires the billing clerk to compare the quantity, stock number, description, and unit price of each item on the invoice with the matching item on the purchase order. If there is an error in one of these items, it must be corrected before the invoice is approved for payment.

STEP 2 The second step requires the billing clerk to compare the quantity and description of each item on the receiving report with each quantity and description on the invoice. If there is an error, the invoice must be corrected before it is approved for payment.

STEP 3 Finally, the invoice amounts must be checked by multiplying each unit price by the quantity. This is called the extension. Once the amounts are verified, the total must be checked for accuracy. A calculator is a handy tool for this task.

After these steps have been completed, an invoice is verified. If any corrections are needed, the billing clerk sends a copy of the corrected invoice along with the payment.

Proceed to Self-Check I.

SELF-CHECK I

Answer Sheet

Directions: Set up your answer sheet like this one. Do not write on this page. Correct your answers with the key at the end of this module.

Differences between the Invoice and the Purchase Order:

1.
2.
3.
4.
5.

Differences between the Invoice and the Receiving Report:

1.
2.
3.
4.
5.

QUESTIONS:

1. Who is the seller and what is the address?
2. Who is the buyer and what is the address?
3. How are the goods delivered?
4. What is the buyer's purchase order number?
5. What is the invoice number?
6. What is the purchase order date?
7. What is the receiving report date?
8. What is the correct invoice amount?
9. What are the correct terms for the I–O–U Company?
10. Who is the purchasing agent?

Complete a corrected invoice for the I–O–U Company using a form obtained from your instructor.

SELF-CHECK I

Directions: Compare the purchase order, receiving report, and invoice for each of the items below. Note the items on the invoice that differ from either the purchase order or the receiving report on a separate sheet of paper. Answer the questions on a separate sheet of paper, also. Compare your answers to the Self-Check Answer Key at the end of this module. Then complete a corrected invoice using the invoice form obtained from your instructor.

PURCHASE ORDER NO. 7182

Supplies Unlimited · 72 Augusta · Houston, TX 78700

TO: I–O–U Company
123 N. Main St.
Akron, OH 44304

SHIPPED VIA: U.P.S. DATE: 6/10/--

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
6 boxes	Thermal Masters #1272	8.50	41.00
10	Tape Dispensers #2376	7.25	72.50
1	Desk, Black #5409	159.98	159.98
	TOTAL		273.48

Alicon Drews
Purchasing Agent

RECEIVED FROM: I-O-U Company Akron, OH 44304

RECEIVING REPORT 3038

Date Received: 6/12/--
Purchase Order No.: 7182
Counted By: RBC

Shipped Via:	Transportation Charges:	Accepted By:
U.P.S.	✓ Prepaid Collect	JT

QUANTITY RECEIVED	DESCRIPTION
6 boxes	Thermal Masters #1272 OK
10	Tape Dispensers #2376 OK

****

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4116

TO: Supplies Unlimited
72 Augusta
Austin, TX 78700

DATE: July 12, 19--
PURCHASE ORDER NO: 7182
SHIPPED VIA: Truck Freight

TERMS: n/60

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
6 boxes	#1272 Thermal Masters	8.50	51.00
10	#2376 Tape Dispensers	7.25	72.50
1	#5409 Desk, Black	O/S	—
	TOTAL		$103.50

POST-TEST

Directions: Answer the following questions on a separate sheet of paper. Number your paper from 1–20, choose the best answer, and record it on your answer sheet. Do not write on this page.

1. Invoice numbers are the same as purchase order numbers.
   a. True
   b. False

2. The vendor is the seller.
   a. True
   b. False

3. The billing clerk is responsible for the salesperson's commissions.
   a. True
   b. False

4. The discount terms are set by the purchasing company.
   a. True
   b. False

5. An invoice error is usually corrected before the payment is made.
   a. True
   b. False

6. Inventory records are stock records.
   a. True
   b. False

7. The "Description" column identifies the amount of items ordered.
   a. True
   b. False

8. The accounting department usually issues the payment for goods.
   a. True
   b. False

9. Purchase orders are the same as sales invoices.
   a. True
   b. False

10. The unit price lists the total amount of the items purchased.
    a. True
    b. False

11. The check for payment of goods is
    a. sent by the purchasing company
    b. approved by the purchasing agent
    c. marked "non-negotiable"
    d. filed by the vendor

12. Which of the following steps is <u>not</u> done while preparing an invoice?
    a. check the extension and the total
    b. check the inventory
    c. check the customer's credit rating
    d. check the receiving report

POST-TEST

(Continued)

13. O/S refers to
    a. overstocked items
    b. on ship items
    c. out of stock items
    d. oversold items

14. Invoices are
    a. a receipt of sale
    b. a bill of sale
    c. a purchase order
    d. a voucher

15. A receiving report shows
    a. the total cost of the goods received
    b. the actual count of the goods received
    c. the out of stock items
    d. the discount allowed to the purchasing company

16. Accounts Receivable means
    a. the money owed to another company
    b. the money due from another company
    c. the money available for dividends
    d. the money obtained from cash sales

17. When verifying an invoice, which of the following tasks is <u>not</u> performed?
    a. verify the purchasing agent
    b. check the extensions
    c. adjust for math errors
    d. compare the receiving report to the invoice

18. Which of the following is <u>not</u> a discount term used on an invoice?
    a. 2/10, n/30
    b. n/30
    c. 10%
    d. n/EOM

19. The second copy of the invoice is usually sent to
    a. the shipping department
    b. the customer
    c. the accounting department
    d. the sales department

20. The extension on an invoice is
    a. the quantity times the amount
    b. the quantity times the discount
    c. the quantity times the total
    d. the quantity times the unit price

Take your answer sheet to your instructor for evaluation.

PERFORMANCE POST-TEST

Directions: Examine the purchase order below, and complete invoice # 4117 for the I–O–U Company. Use the information given about the I–O–U Company on Instruction Sheet II to complete the invoice. Assume that the customer has credit approval. Your instructor will rate your performance using the Instructor's Checklist form.

Edward's Equipment, Inc.

963 Eastview Shopping Center

Greer, SC 29651

PURCHASE ORDER

I–O–U Company — **NO.:** 8952

ORDERED 123 N. Main St. — **DATE:** 6/12/--

FROM Akron, OH 44304 — **TERMS:** 2/10, n/30

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	#6542	Ventilation Fan	72.49	144.98
6	#7119	Dictation Machines	170.98	1,025.88
10	#1989	Lamps	16.79	169.70
3	#2976	File Cabinets	85.50	256.50
		TOTAL		$1,595.26

MODULE NO. IV–O

NAME_____

DATE_____

INSTRUCTOR'S CHECKLIST

PERFORMANCE SCALE

N/A – The skill was not applicable to this situation

Poor – The student can not perform the skill

Fair – The student can perform this skill satisfactorily but requires periodic supervision and/or assistance

Good – The student can perform this skill effectively without assistance and/or supervision

Excellent – The student can perform this skill without supervision and/or assistance with proficiency in speed

ACTIVITY	EVALUATION				
	N/A	POOR	FAIR	GOOD	Excellent
1. Inserted the invoice number 4117.					
2. Inserted the purchaser's correct name, address, and ZIP code.					
3. Inserted the correct terms – n/30.					
4. Inserted the date of June 12, 19--.					
5. Inserted the purchase order number 8952.					
6. Inserted the shipping mode,U.P.S.					
7. Inserted "reordered" under 6542, Ventilation Fan.					
8. Inserted the "O/S" notation under Unit Price for Ventilation Fan.					
9. Inserted dashes in the Amount Column for Ventilation Fan.					

MODULE NO. IV–O

NAME_____

DATE_____

INSTRUCTOR'S CHECKLIST

PERFORMANCE SCALE

N/A – The skill was not applicable to this situation

Poor – The student can not perform the skill

Fair – The student can perform this skill satisfactorily but requires periodic supervision and/or assistance

Good – The student can perform this skill effectively without assistance and/or supervision

Excellent – The student can perform this skill without supervision and/or assistance with proficiency in speed

ACTIVITY	EVALUATION				
	N/A	POOR	FAIR	GOOD	Excellent
10. Inserted (a) quantity, (b) description, (c) unit price, (d) amount for each item correctly.					
11. Corrected the Lamp amount to $167.90.					
12. Corrected the Total to $1,450.28.					
*A "Key" is available for comparison.					

INVOICE #1

Answer Key

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4113

TO: Profit Palace
6213 Lincolnway
Chicago, IL 60600

DATE: June 12, 19--
PURCHASE ORDER NO: 711
SHIPPED VIA: U.P.S.

TERMS: n/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	#5409 Desks, Black	159.98	479.94
3	#2976 File Cabinets, Tan	85.50	256.50
	TOTAL		$736.44

INVOICE #2

Answer Key

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4114

TO: Page Suppliers
786 South Forrest
Austin, TX 78700

DATE: June 12, 19--
PURCHASE ORDER NO: 54980
SHIPPED VIA: U.P.S.

TERMS: n/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	#1408 Lamps	24.98	49.96
2	#7986 Partitions (reordered)	O/S	---
6	#8743 Ribbons	3.50	21.00
	TOTAL		$70.96

INVOICE #3

Answer Key

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4115

TO: Midway Office Equipment
219 Eastview Circle
Seneca, SC 29678

DATE: June 12, 19--
PURCHASE ORDER NO: 7625
SHIPPED VIA: U.P.S.

TERMS: n/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
5	#1986 Lamps	24.98	124.90
2	#4553 Office Chairs	74.95	149.90
3	#8097 File Cabinets	85.50	256.50
	TOTAL		$531.30

SELF-CHECK I

Answer Key

Differences between the Invoice and the Purchase Order:

1. the black desk was out-of-stock on the invoice
2. the amount for the thermal masters is $51.00 not $41.00
3. the total amount on the purchase order is wrong because of the thermal masters
4. the total amount on the invoice is wrong because of addition error

Differences between the Invoice and the Receiving Report:

1. the receiving report shows that the goods were shipped by U.P.S.
2. the date of the invoice is wrong – goods were received in June
3. the city on the invoice (Austin) is wrong – it should be Houston
4. the terms on the invoice are wrong – I–O–U offers n/30

QUESTIONS:

1. The seller is the I–O–U Company at 123 N. Main St., Akron, OH 44304.
2. The buyer is Supplies Unlimited at 72 N. Augusta, Houston, TX 78700.
3. The goods are delivered via U.P.S.
4. The buyer's purchase order number is 7182.
5. The invoice number is 4116.
6. The purchase order date is June 10.
7. The receiving report date is June 12.
8. The correct invoice amount is $123.50.
9. The correct terms are net 30.
10. The purchasing agent is Alicon Drews.

SELF-CHECK I

Answer Key

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4116

TO: Supplies Unlimited
72 Augusta
Houston, TX 78700

DATE: June 12, 19--
PURCHASE ORDER NO: 7182
SHIPPED VIA: U.P.S.

TERMS: n/30

QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
6 boxes	#1272	Thermal Masters	8.50	51.00
10	#2376	Tape Dispenser	7.25	72.50
1	#5409	Desk, Black (reordered)	O/S	—
		TOTAL		$123.50

BK
IV–O, 32

COMPLETING SALES INVOICES

INSTRUCTOR'S HANDBOOK

Prepared by

Mrs. Peggy McElveen

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

1978

Module No. IV–O

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

MODULE TITLE: COMPLETING SALES INVOICES

Learning Activity Numbers

OBJECTIVE(S): Given the necessary forms, prepare a sales invoice without an error.

INSTRUCTION SHEETS

I	**Title:** Sales Invoices–What are They?	1
II	**Title:** The I–O–U Company	2
III	**Title:** Verifying an Invoice	3

STUDENT SELF-CHECKS INCLUDED IN MODULE

I	**Title:** Self-Check I	4

SUPPLEMENTAL MATERIALS

Recordkeeping I and II
Transparencies (Sales)
(Available from the Vocational Education Media Center,
Clemson University, Clemson, South Carolina 29631)

TEXTBOOKS AND REFERENCE BOOKS REQUIRED	
MANUALS, SPECIFICATION SHEETS REQUIRED	
Company Manual – "Steps in Preparing an Invoice"	2
FILMSTRIP PRESENTATIONS & AV MATERIALS REQUIRED	
SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Encourage the student to type the invoice forms. A calculator or adding	2, 3, 4, 5
machine is helpful when verifying extensions and totals.	

ATTITUDES & VALUES TO BE DEVELOPED

Accuracy is stressed when figuring extensions and totals. Errors are costly in both time and money! Proofreading should be required before evaluation occurs.

* NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

You will need to duplicate five invoice forms for this module. (Three for Instruction Sheet II, one for the Self-Check I, and one for the Performance Post-Test). Blank forms are included in the handbook. A purchase order and invoice are available in case you'd like to change the Performance Post-Test or Learning Activities. The Instructor's Checklist form is perishable and must be duplicated after each student uses the packet. A form for duplication is included in the Instructor's Handbook.

The Pre-Test and Post-Test contain the same 20 questions; they have been re-arranged. The keys for the Pre-Test, Post-Test, and Performance Post-Test are included in the Instructor's Handbook.

PRE-TEST

Answer Key

1. b
2. c
3. d
4. a
5. d
6. b
7. c
8. b
9. a
10. c
11. a
12. b
13. a
14. b
15. b
16. b
17. b
18. b
19. a
20. a

POST-TEST

Answer Key

1. b
2. a
3. b
4. b
5. a
6. a
7. b
8. a
9. b
10. b
11. a
12. d
13. c
14. b
15. b
16. b
17. a
18. c
19. c
20. d

PERFORMANCE POST-TEST

Answer Key

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO. 4117

TO: Edward's Equipment, Inc.
963 Eastview Terrace Shopping Center
Greer, SC 29651

DATE: June 12, 19--
PURCHASE ORDER NO: 8952
SHIPPED VIA: U.P.S.

TERMS: n/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	#6542 Ventilation Fan (reordered)	O/S	----
6	#7119 Dictation Machines	170.98	1,025.88
10	#1989 Lamps	16.79	167.90
3	#2976 File Cabinets	85.50	256.50
	TOTAL		$1,450.28

MODULE NO. IV–O

NAME_____

DATE_____

INSTRUCTOR'S CHECKLIST

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ACTIVITY	EVALUATION				
	N/A	POOR	FAIR	GOOD	Excellent
1. Inserted the invoice number 4117.					
2. Inserted the purchaser's correct name, address, and ZIP code.					
3. Inserted the correct terms – n/30.					
4. Inserted the date of June 12, 19--.					
5. Inserted the purchase order number 8952.					
6. Inserted the shipping mode,U.P.S.					
7. Inserted "reordered" under 6542, Ventilation Fan.					
8. Inserted the "O/S" notation under Unit Price for Ventilation Fan.					
9. Inserted dashes in the Amount Column for Ventilation Fan.					

MODULE NO. IV–O

NAME_____

DATE_____

INSTRUCTOR'S CHECKLIST

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I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO.

TO:

DATE:
PURCHASE ORDER NO:
SHIPPED VIA:

TERMS:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	TOTAL		

I–O–U COMPANY

123 N. Main St.
Akron, OH 44304

INVOICE NO.

TO:

DATE:
PURCHASE ORDER NO:
SHIPPED VIA:

TERMS:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	TOTAL		

INVOICE NO.

TO:

DATE:
PURCHASE ORDER NO:
SHIPPED VIA:

TERMS:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	TOTAL		

INVOICE NO.

TO:

DATE:
PURCHASE ORDER NO:
SHIPPED VIA:

TERMS:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	TOTAL		

PURCHASE ORDER

NO.: _____

DATE : _____

TERMS: _____

ORDERED _____

FROM _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		TOTAL		

PURCHASE ORDER

NO.: _____

DATE: _____

TERMS: _____

ORDERED _____

FROM _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		TOTAL		